15th March 2016

Dear all,

**RE: Medical Device training- evidence, records and databases.**

We have been asked to contact you by NAMDET Board as NAMDET Yorkshire are proudly leading the steering group re. the different types of recording training evidence used by our members.

We have put a simple questionnaire together to try and help us understand how members record information, if they find this effective and if it accurately reflects what is required by our Governing bodies. Once we have collated all the information we will take this to NAMDET Board, please do not send any training records or patient data.

If you have any further questions or would like to be involved in the steering group please contact Jayne Blakey (Chair) or Bev Curtis (Secretary) via the contact details below.

Please return all responses by **Friday 15th April 2016,**

Thank you for you cooperation and look forward to hearing from you soon,

***Jayne Blakey***

Chair of NAMDET Yorkshire

**Bev Curtis**

Secretary – NAMDET Yorkshire

Harrogate & District NHSFT

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**Medical Devices Training Record Questionnaire**

Please circle as appropriate and add further comments below, if necessary please continue on a separate sheet, thank you.

|  |  |  |
| --- | --- | --- |
|  | Do you currently record medical devices training information? | Y/N |
|  | Is this recorded on a central database? If not how is this information stored? | Y/N |
|  | Is this linked to ESR? | Y/N |
|  | Is this linked to incident reporting? | Y/N |
|  | Was this developed locally or by an external provider? Which provider? | Y/N |
|  | Is this accessible to all staff or is it limited access? |  |
|  | Are you able to run timely, informative reports? | Y/N |
|  | Are you required to run these reports on a regular basis? | Y/N |
|  | Who receives these reports? |  |
|  | Can your reports identify individuals/ and or work areas? | Y/N |
|  | Are you able to develop this database to meet service needs? | Y/N |
|  | How many staff records are held? |  |
|  | How many devices does it hold training records for? |  |
|  | Are there any further functions or developments you would like to add to your database? |  |
|  | Any further comments? |  |